

FORM NO. 241 REPLACES FORM 36-8 (47)
1 FEB 55 WHICH MAY BE USED.

* DDI-9382/83

3 January 1984

DCI CHRONO
17 Jan 84

MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Director of Security
Deputy Director for Intelligence
Executive Director
Deputy Director of Central Intelligence

FROM: [REDACTED] Deputy Director, OCPAS

SUBJECT: Status of NID Accountability Program

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1. In the six months since your memoranda which reminded all NID recipients of their obligations, and asked those who were delinquent to return back issues, I can report a significant improvement in NID accountability.

Progress Made

2. NID recipients are noticeably more security-conscious, as reflected by the many calls we have fielded in response to your memoranda. For our part, we have:

- Provided written and oral guidance to several agencies and individuals on proper handling procedures.
- Met with the Executive Secretary, NSC to establish the policy and procedures for the handling and prompt return of all NIDs. (Based on the success of this effort, we will be meeting--along with a representative of the Office of Security--with other key customers in the coming months. This will be a continuing program to take into account the changing nature of our customer list.)
- All new requests for NIDs (including changes in the named recipients) are required in writing, to include justification and certification of clearance. These requests, and the responses, are maintained both here and in the Office of Security.

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- Each new customer receives, with his/her first NID, a letter noting the special nature of the NID and a copy of your 31 May memo.

3. Specifically, our efforts--and the cooperation of recipients--has led to a dramatic reduction in those NIDs that are not returned on time.

a. At the time of your 3 June memo to delinquents, there were 908 unreturned NIDs from the first half of 1983.

- Of these, all but 29 (15-State; 9-Defense; 3-WH; 2-OSTP) have been returned. We will request a written statement from those accountable certifying their disposition and probable destruction. This will allow us to clear our books.

b. By contrast to the earlier backlog, there are only 259 NIDs that have not been returned since 1 June.

- With one exception, the majority was disseminated in December and, considering holiday vacations, this is not unusual. (Nevertheless, in the coming months we will remind recipients of their need to notify us when they will be away so we can retain their copies here until their return.)

- The one exception is [redacted] who controls NIDs for the White House staff. He still has 71 NIDs spread fairly evenly throughout the October-December period. (He has been given permission to keep one copy for 30 days to be available for members of the White House and NSC staffs.)

4. With approximately 23,000 NIDs disseminated since your 31 May memo, our current backlog of unreturned copies is less than one percent. This represents a manageable problem and reflects improved cooperation by all recipients. We will, however, continue to push for full compliance with all accountability and return guidelines.

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Proposed Change in Procedure

5. Having significantly reduced the problem of unreturned NIDs that existed six months ago, and based on our own assessment of the needs of recipients and our own accountability program, I propose that we change our 24-hour return requirement to 72 hours. This will cut back in the number of delinquencies by acknowledging the realities of the schedules of recipients and the fact that many of these copies are shared (with others whose names are on record.)

6. Recommendation: That the deadline for return of all NIDs be extended from the current 24 hours to 72 hours.

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CONCUR:

Director of Security11 January 84
Date

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Deputy Director for Intelligence1-12-84
Date

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Executive Director *W.S. for*1-12-84
Date

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Deputy Director of Central Intelligence1-12-84
Date

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APPROVED:

Director of Central Intelligence17 JAN 1984
Date

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